

## **MINUTES**

Broward Addiction Recovery Center (BARC) Division  
Broward County Substance Abuse Advisory Board  
May 27<sup>th</sup>, 2020

### **MEMBERS PRESENT**

Christopher Checke  
Stephanie Coberly  
Jodi Cowart  
Jeff Greene  
Linda Frohring  
Matthew Hatfield  
Kathy Hurt  
Eleanor Nelson-Wernick  
Ray Rapaglia  
Charles Resnick  
Garry Smyth  
Mark Speiser

### **MEMBERS ABSENT**

Jonathan Sobelman

### **ALSO PRESENT**

Jack Feinberg, Division Director  
Keith Bostick, Deputy Director Human Services  
Orlando Garcia, Boards Administrator/Legislative Policy Analyst  
Patricia Bailey, Recording Secretary  
Sal Torre, Recording Secretary

### **Location**

Broward Addiction Recovery Center (BARC)  
Via Skype

### **Call to Order**

The meeting was called to order by President Stephanie Coberly, at 8:05 am, via Skype.

### **Quorum**

It was determined a quorum was present.

### **Minutes**

The minutes from the February 26<sup>th</sup>, 2020 meeting were presented for approval. Mr. Ray Rapaglia asked the minutes be corrected to reflect that he was present. Ms. Linda Frohring made a motion to approve the minutes with this correction. The motion was seconded by Mr. Matthew Hatfield and carried unanimously by all members present.

### **Keith Bostick, Deputy Director Human Services**

Keith Bostick introduced himself as the new Deputy Director of Human Services. Mr. Bostick shared some information about his career history and commented that he is excited to be here and looking forward to getting involved in all the various Human Services units. He believes innovation and change can be scary, but at the same time it presents an opportunity to serve those in need.

## **Director's Report**

Director Jack Feinberg advised that he is very proud of all the staff at BARC. During this most difficult and challenging time, all BARC staff have risen to the occasion in a calm and professional manner.

He advised that all visitors and staff are screened before entering the building. We started doing this before most other providers in the County. BARC initiated the screening process at the behest of our Medical Director, Dr. Dale Fahie. Dr. Fahie is an invaluable asset to this agency, the county and the entire community. He is very dedicated to our clients, he consistently provides education not only to nurses and other medical staff, but to all employees. He is extremely well versed in public health and has the experience to help lead BARC during this pandemic.

Early in the pandemic, BARC transition to Skype for all Outpatient and Intensive Outpatient programs. This was done rather quickly, within a matter of days. BARC staff may have had technology challenges, but those were quickly overcome. We have seen an increase in attendance of about five to ten percent.

One thing we did have to stop offering was drug testing. It was just not feasible to continue having clients leave their homes and come into the building, while maintaining community lockdown and social distancing. Going forward the division will be looking at utilizing an old school color system and having clients call-in for random drug testing.

We continued to operate at full capacity at on the Detoxification unit until we became unable to maintain sufficient social distancing. We reduced services from 50 clients to 27, reserving one room in case we had a client who tested positive.

We reduced our Admissions hours also. Instead of being 24/7, we are currently operating at 12 hours (6 am to 6 pm) seven days a week and only accept appointments. Community Court and Marchman Act are exceptions to the appointments only. BARC makes accommodations for those referrals.

Our Residential capacity is also being reduced by 50%, down to 48 clients. All reductions were done on a gradual basis; for every two discharges, we admitted one.

BARC also has financial staff who have been able to telework, further reducing staff physical interactions.

Mr. Feinberg continued to discuss the process to resume services. Staff are working on plans to resume additional services, but it will probably be sometime before we are back at capacity. When services do resume, it will be a gradual process. We will evaluate continuing services as an appointment only. All options will be heavily based on the medical aspect as well as demand for services.

At this time, we are meeting the community demand and are strictly enforcing admissions to the detoxification unit based on ASAM criteria. The largest shortage of beds is not really in detox, it is in supportive housing - where clients go after detox while they are getting back on their feet.

Mr. Keith Bostick added that BARC and the Department will continue to look at opportunities throughout the country and look for additional funding to assist clients in the successful transition to other levels of care.

Mr. Jeff Greene asked if BARC has any historical data regarding services at or about the time of the 2008 financial crisis. Mr. Feinberg advised that he did not but would look into it.

Judge Mark Speiser advised that judges are tentatively expected to return to the courthouse in July 2020. However, it may be the end of the calendar year before jurors may be back in the courthouse and that may not even happen. Zoom trials are being considered.

### **President's Report**

Ms. Stephanie Coberly suggested that the Board look at some trainings that may be available to help bring Board Members up to speed on COVID 19, social and drug trends during this time and adjusting business processes to meet the needs of the community.

Mr. Christopher Checke consistently sends out information about trainings and conferences, many of them at no/low cost.

The Board did ask if our Medical Director, Dr. Dale Fahie could provide a medical update/perspective at upcoming meetings. Mr. Jack Feinberg advised that he would be sure to invite Dr. Fahie to the next meeting and he would attend if his schedule permitted.

### **By-Laws Modification**

A final draft of all suggestions to clarify the By-Laws during the February 26, 2020 meeting were presented for final approval. None of the changes reflected substantive revisions.

- Proposal #1 – correct the title to reflect the current name of the Board
- Proposal #2 – Article III, Section 2- change wording from 'alternating years' to 'even years.'
- Proposal #3 – Article IV, Section 1 – Modernize language to include 'February of each even year.'
- Proposal #4 – Article IV, Section 1 - modernize language from notifying board members 'at least 10 days prior' to 'at least 48 hours prior to scheduled meeting'. This would be consistent with county ordinance.

Ms. Eleanor Nelson-Wernick motioned to accept the changes as presented. The motion was seconded by Mr. Matthew Hatfield and carried unanimously by all members present.

### **Sunset Review Panel Meeting**

During the February 26, 2020 Meeting, the Board discussed the possibility of adding or substituting the 19<sup>th</sup> position on the Board with someone other than a member of the Broward Police Chief Association.

In response to the current social situation, the Board discussed making no change to the position at this time. Mr. Orlando Garcia advised that we could modify the requirements of this 19<sup>th</sup> Board member at any time and did not need to wait until the next Sunset Review.

Ms. Linda Frohring made a motion to maintain the 19<sup>th</sup> position as a member of the Broward Police Chief Association for the time being. This Motion was seconded by Mr. Jeff Greene and carried unanimously by all members present

### **Adjourn**

There being no further issues, on motion made by Mr. Jeffrey Green, seconded by Mr. Christopher Checke, and carried unanimously by all members present, the meeting was adjourned at 8:55 a.m.

# Substance Abuse Advisory Board

## BYLAWS

### BROWARD COUNTY

### ALCOHOL AND DRUG ABUSE ADVISORY BOARD

#### ARTICLE I - NAME

The Substance Abuse Advisory Board is established pursuant to Ordinance No. 77-61, § 1, 10-12-77).

#### ARTICLE II - MEMBERSHIP AND TERM OF OFFICE

Section 1. The Substance Abuse Advisory Board shall consist of eighteen (18) members to be appointed by the Broward County Board of County Commissioners and one member appointed by the Police Chief's Association.

Section 2. The appointed members shall serve at the pleasure of the nominating Commissioner or until the nominating Commissioner vacates office.

The appointed members shall serve at the pleasure of the nominating Commissioner, provided, however, that no such term of an appointed member shall expire until a successor to the member has been appointed.

Section 3. Whenever a vacancy of an approved or appointed position occurs, the President shall advise the County Commissioners. The respective nominating Commissioner shall appoint an individual to fill the vacancy.

#### ARTICLE III - ORGANIZATION OF THE BOARD AND VACANCIES

Section 1. The officers of the Board shall be a President, Vice President, Secretary and Treasurer. These officers shall perform the duties prescribed by these bylaws.

Section 2. At the annual Board meeting in **each February of even years, alternating years**, the Board shall elect a President, Vice President, Secretary and Treasurer to serve for a period of two years. Elections shall be by nomination and vote. If a vacancy should occur in one of these offices, the Board shall proceed to elect a member to fill such vacancy at the next ensuing regular or special meeting.

Section 3. No member shall hold more than one office at a time.

Section 4. Duties of Officers

1. The President shall:
  - a. Preside at all meetings of the Board.
  - b. Perform all of the duties usually pertaining to the office of the President.
2. The Vice President shall:
  - a. Preside at all meetings of the Board in the absence of the President.

- b. Perform all such duties usually pertaining to the office of the Vice President.
- 3. The Secretary shall:
  - a. Preside at all meetings of the Board in the absence of the President and Vice President.
  - b. Perform all such duties usually pertaining to the office of the Secretary.
- 4. The Treasurer shall:
  - a. Preside at all meetings of the Board in the absence of the President, Vice President and Secretary.
  - b. Perform all such duties usually pertaining to the office of the Treasurer.

## ARTICLE IV - MEETINGS

### Section 1. Regular Meetings

The Board shall generally hold not more than one regular meeting each month for the transaction of business according to a schedule arranged by the Board. The annual meeting, at which officers shall be elected, shall be held in February of each **even** year. Written notice of regular meetings of the Board shall be given to each member at least ten (10) days prior to each meeting, accompanied by a tentative agenda for said meeting. **When necessary, an updated agenda will be provided at least forty-eight hours before the meeting.**

Regular meetings may include workshop meetings. Meetings may only be canceled or rescheduled by majority vote of the Board members present at a regularly scheduled meeting unless the President is notified between regularly scheduled meetings that a quorum will not be available for the next regularly scheduled meeting. Such meeting may then be canceled or rescheduled by a majority vote of the Board members. All Board members shall be notified of such cancellation or rescheduling with as much notice as possible, but in no event shall such notice be less than that given for special meetings.

### Section 2. Special Meetings

The Board shall convene in special meetings when called by the President, the Vice President in the President's absence, or upon request of a majority of the members of the Board. Not less than forty-eight hours notice shall be given to all members of the Board, accompanied by an agenda specifying the subjects of the special meeting. Official action of the Board in special session will be limited to those items of business specified on the agenda. The President shall determine the time, place and date of the special meeting. The minutes of the meeting shall show the manner and method by which notice of the meeting was given to each member or shall show a waiver of notice.

### Section 3.

All meetings, including committee meetings, shall be in accordance with the Florida Sunshine Law.

### Section 4.

Minutes of all Board meetings shall be recorded and approved by majority vote at the next scheduled meeting.

Section 5.

A quorum for a Board meeting shall consist of a simple majority of the Board members.

ARTICLE V - VOTING

Section 1.

Each member of the Alcohol and Drug Abuse Advisory Board shall have the right to vote and shall be entitled to one (1) vote on any issue brought to the Board's attention for a final decision. Majority vote by the attending members will be mandatory for adoption of motion and resolution.

Section 2.

Each member shall have one vote which may only be exercised by the member and not by proxy.

ARTICLE VI - COMMITTEES

Section 1.

The Board President shall appoint each committee chairperson.

Section 2.

Each committee shall consist of the committee President and as many members as may be necessary to conduct the business of the committee.

Section 3.

The President shall have the authority to appoint ad hoc committees as shall be necessary for the conduct of the business of the Board.

Section 4.

The Board may consult with such advisors and experts as it deems necessary and appropriate for carrying out its duties and responsibilities.

ARTICLE VII - ATTENDANCE

Section 1.

Attendance at the Board meeting is governed by Broward County Code Ordinance No. 2003-21 amending Section 1-233 of Chapter 1, Article XII of the Broward County Code of Ordinances.

Any appointee to a Board, authority or agency who has three (3) consecutive absences or misses four (4) meetings in one (1) calendar year shall be automatically removed as a member, except where otherwise provided in the Broward County Charter, general or special law. There are no excused absences under any circumstances; however, the appointing commissioner or the other appointing authority, where appropriate, may reappoint the member when extenuating circumstances are found to exist for said member's absences.

#### ARTICLE VIII - GENERAL PURPOSE OF THE BOARD

The purpose of the Board as noted in the Administrative Code Section 1-102, is to advise the Broward County Board of County Commissioners and the Broward County Alcohol and Drug Abuse Services Division on matters relating to alcoholism and drug abuse, and shall exercise and perform such other powers, duties and authority as may be established by the Broward County Administrative Code.